



Non-Merit Job Vacancy Announcement

INFORMATION SYSTEMS SUPERVISOR

Pay Grade:	16	Position Type:	Full Time
Salary or Range:	\$3,553.88 - \$4,707.96/month	Work Schedule:	Monday - Friday
FLSA Designation:	Exempt	Work Week:	37.5 Hours

Agency: Department Of Military Affairs -Kentucky Logistics Operation Center Division
Work Address: 5751 Briar Hill Road, Lexington Kentucky 40601
Work County: Fayette

AGENCY COMMENTS:

This position is an Unclassified, Non-Merit, Non-Chapter position under KRS 36.040(1)(r).

DESCRIPTION OF JOB DUTIES:

Provides direct supervision over employees within the Database Section of the Information Management Branch at Kentucky Logistics Operation Center (KYLOC). Supervises the databases section at KYLOC to support the overall operations in maintaining data for all customers contracted for service through KYLOC. Maintains and provides status reports of the systems and functions of the facility to management contractors and federal agencies. Works with all managers at KYLOC to develop programs used to assist the managers to utilize the data required to support the operations at KYLOC. Develops, Maintains and Administers SQL Servers, both locally and remotely for KYLOC on a variety of federal projects to include backup procedures of required data and maintains data accuracy throughout the fiscal year. Assist in the development of new structured language programs to support all sponsoring agencies. Verifying the accuracy of the data and the programs. Supports the billing processes at KYLOC by verifying the data is correct and the data is received by the supported customer in a timely manner. Evaluates the existing hardware and software of the center for improvement and expansion and makes purchasing or contracting recommendations to best implement the programs of the Center. Administrative duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of professional experience in computer programming, systems analysis, systems support and/or computer operating systems.

Substitute EDUCATION for EXPERIENCE:

Related technical or vocational training will substitute for the bachelor's degree requirement on a year for year basis. A master's degree in computer science will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Experience in computer programming, systems analysis and/or computer operations will substitute for the bachelor's degree requirement on a year-for-year basis. Experience in business or public administration, statistics, research or a related field will substitute for the bachelor's degree requirement on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: 6/11/2018)

[Posted on: 6/2/2018]

Please contact Teresa Lee for details on how to apply.

Contact Name: Teresa Lee

Contact Method: 502-607-1237 or
teresa.r.lee2.nfg@mail.mil

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